

43rd District Court/Hazel Park Division
43 E. Nine Mile Road, Hazel Park, MI 48030
(248) 547-3034

JOB POSTING

POSITION/TITLE: Deputy Court Clerk – Union Position

SALARY RANGE: Beginning salary \$34,786.96 with step increases up to \$43,198.99; comprehensive fringe benefit package.

JOB DESCRIPTION

Under the direct supervision of the Court Administrator, a deputy clerk is responsible for data entry of case files, updating case files, scheduling of court events and court dispositions, preparation of court calendars, communication with law enforcement agencies, local and state prosecutors and other courts regarding civil, criminal and traffic matters, generating and the mailing of notices, orders and other Court documents on a daily basis, time stamp and filing of court paperwork and daily mail, responsible for receiving and processing payments received; receiving and processing court bonds provided by the local law enforcement and other agencies and other duties as they are assigned. A deputy clerk will be required to become certified as a LEIN operator by means of a bi-annual test. The position also requires the employee to be/become a Certified Electronic Recorder or Certified Electronic Operator, to prepare Court scheduling and other orders, correspondence, necessary Court paperwork pertinent to jury trials and weddings and to generally maintain the courtroom. A deputy clerk will be responsible for receiving and processing payments received; receiving and processing court bonds provided by the local law enforcement and other agencies.

EDUCATION

An associate's degree or equivalent in liberal arts or in business administration is required. Training in customer service techniques is desired.

EXPERIENCE

Must have prior experience in general office skills which include telephone, word processing and other computer skills. Previous experience working in a court or law firm, particularly in litigation related work, is highly desired. Must have knowledge of Microsoft Word and Excel computer programs.

Please send cover letter and résumés to:

Diana Nimmoor, Court Administrator
43rd District Court/Hazel Park Division
43 E. Nine Mile Road
Hazel Park, MI 48030
Fax: (248) 546-4088